



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position

HOUSING DIRECTOR

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Housing Director oversees the administration, implementation, and management of the CDBG-DR Housing Programs, with respect to the CDBG-DR funds received in the aftermath of Hurricanes Irma and Maria. The Housing Director will play a critical role in coordinating the implementation of the CDBG-DR Housing Programs. The Director will work closely with CDBG-DR Director of Programs, DR Construction Lead, Administration Leadership, Environmental Manager, Housing program staff, consultants, contractors, and will liaise with grantees, Territorial, and Federal Officials. This is a Territorial position; the position will be highly visible that requires an in-depth knowledge and understanding of issues confronting housing recovery and principles and practices of housing construction.

ESSENTIAL FUNCTIONS:

- ⇒ Develop short- and long-range divisional goals and objectives, assisting in the development, preparation, and administration of the division budget.
- ⇒ Formulate, organize, and monitor plans and procedures that will drive successful housing program performance to ensure deliverables are met and make modifications, as needed.
- ⇒ Direct technical and administrative activities and coordinate programmatic activities to ensure effective working relationships. Resolve all program issues.
- ⇒ Supervise, direct, and evaluate staff, construction contractors, and consultants.
- ⇒ Speak before public groups on the plans, programs, and goals of the Virgin Islands Housing Finance Authority, CDBG-DR Housing Program.
- ⇒ Support Executive Director, CDRO and work collaboratively with CDBG-DR Director of Programs, and VIHFA departments to monitor the CDBG-DR housing programs.
- ⇒ Coordinate work involved in review, edit and implementation of internal policies, operations, and work procedures which impacts the programs to expedite rehabilitation, reconstruction, and construction of single and multi-family homes to improve the efficiency of the program.
- ⇒ Prepare operational reports, memorandums, policy recommendations, correspondence, and other documentation.
- ⇒ Work with CDRO and the Director of Programs to improve the efficiency of program administration.
- ⇒ Perform contractor management, review construction progress, and approve associated project schedules.
- ⇒ Provide responsive, high-quality service to applicants, CDBG-DR staff, Territorial and Federal Officials, Contractors, and the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.
- ⇒ Collaborate with CDRO, Director of Communications, DR Staff to advise and guide Case Management Contractor on proper messaging on the available pathways for eligible applicants.
- ⇒ Participate in Program status and progress meetings with Senior staff, Territorial and Federal Officials, and Contractors.
- ⇒ Assess program performance, and suggests appropriate changes, as necessary, to maximize participation, efficiency, and productivity.
- ⇒ Assist with compilation of information and development of reports required for HUD reporting and other required reporting. Respond to monitor and audit findings and concerns.
- ⇒ Prepare and review KPI metrics and reports for Senior staff and HUD.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field, or a Bachelor's Degree plus commensurate experience in those fields or Master's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field desirable.
- ⇒ **Experience:** 5 years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs/grant administration in the field of affordable housing, economic development and/or community development; Experience with implementation of housing and community development programs at the federal and local levels; Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** A working knowledge of regulations governing the CDBG-DR Program; Previous grant administration experience; Previous managerial and supervisory experience; Demonstrated leadership including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve; Computer literate, including Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to work in a fast-paced environment; Strong analytical, problem-solving, and decision-making capabilities; Valid Driver's License.

SALARY: **\$95,000 - \$105,000** per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **This position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer